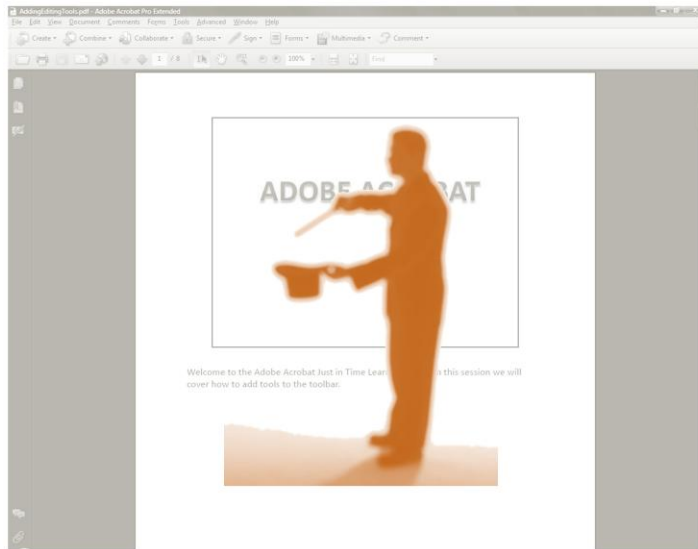


ADOBE ACROBAT

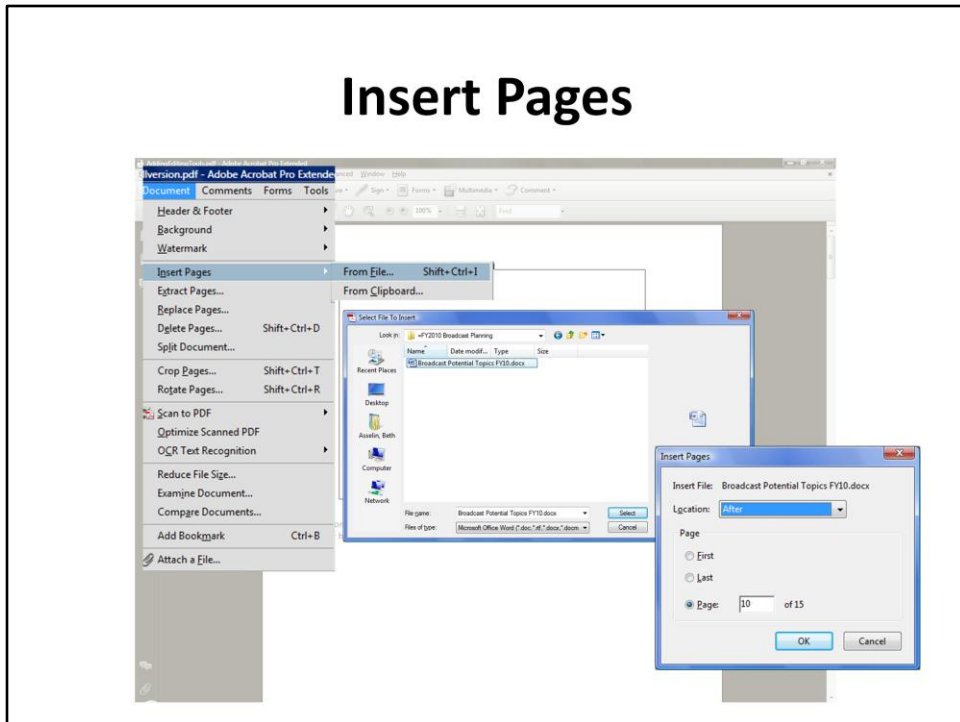
Welcome to the Adobe Acrobat Just in Time Learning. In this session you will learn how to add and remove pages to a PDF document.

Adding and Removing Pages



Sometimes you may find you want to add or delete a page in your PDF document. Doing so is a pretty simple process and is achieved through the Document menu in the toolbar.

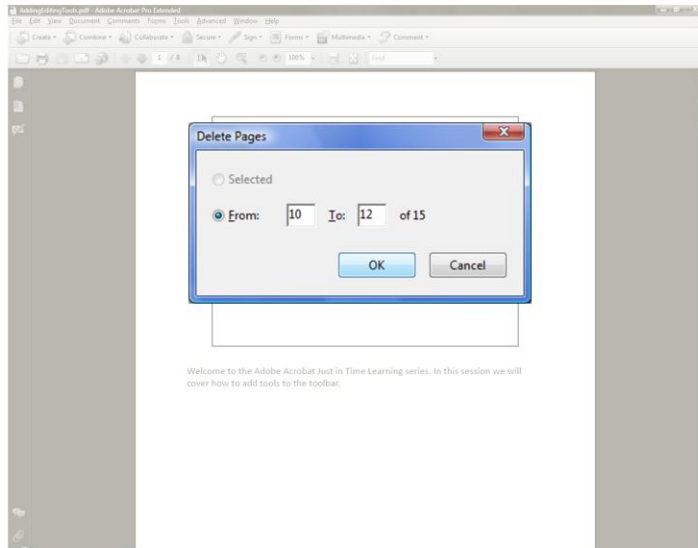
Insert Pages



To add a page to your document click Document from the toolbar and scroll down to the Insert Pages option. Notice that from here you have two options for how to insert your pages. First, you can select your pages from existing documents, or second, you can select pages you've saved to the clipboard.

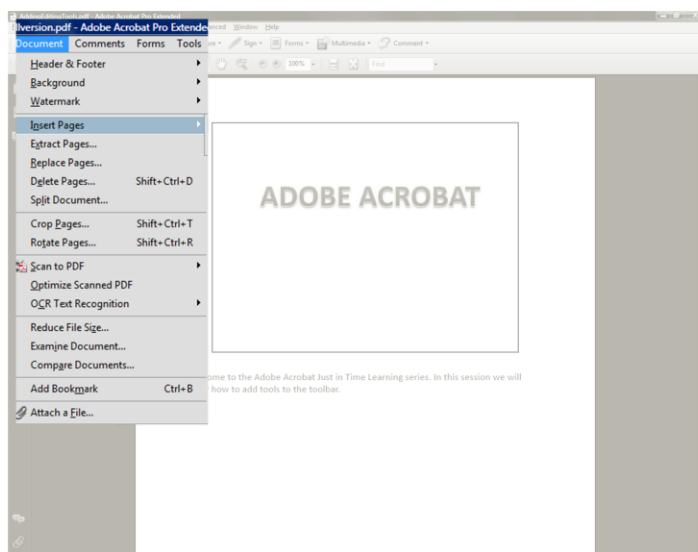
Note here that the pages you insert do not have to be PDF document pages. To view the different formats that can be inserted and converted to PDF click the **File of Type** down arrow from within the **Select File to Insert** window . Select the document you wish to add to your PDF and click Select. From the **Insert Pages** window determine where you wish to insert the pages and click OK. Acrobat will convert the non PDF pages to PDF and insert them in your document.

Delete Pages



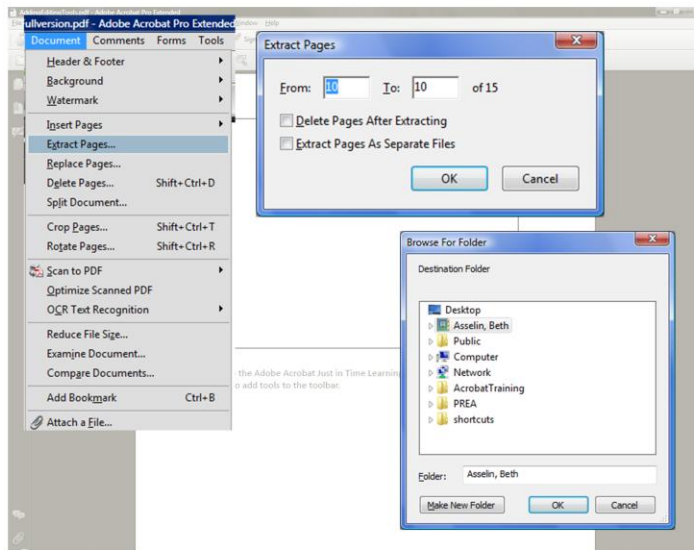
There may also be times when you wish to delete individual or groups of pages from your document. To do this click Document from the toolbar, scroll down and select the Delete Pages option. From the Delete Pages window select the page or range of pages you wish to delete and click OK. Acrobat will delete the identified pages. Save and close your document.

Document Menu



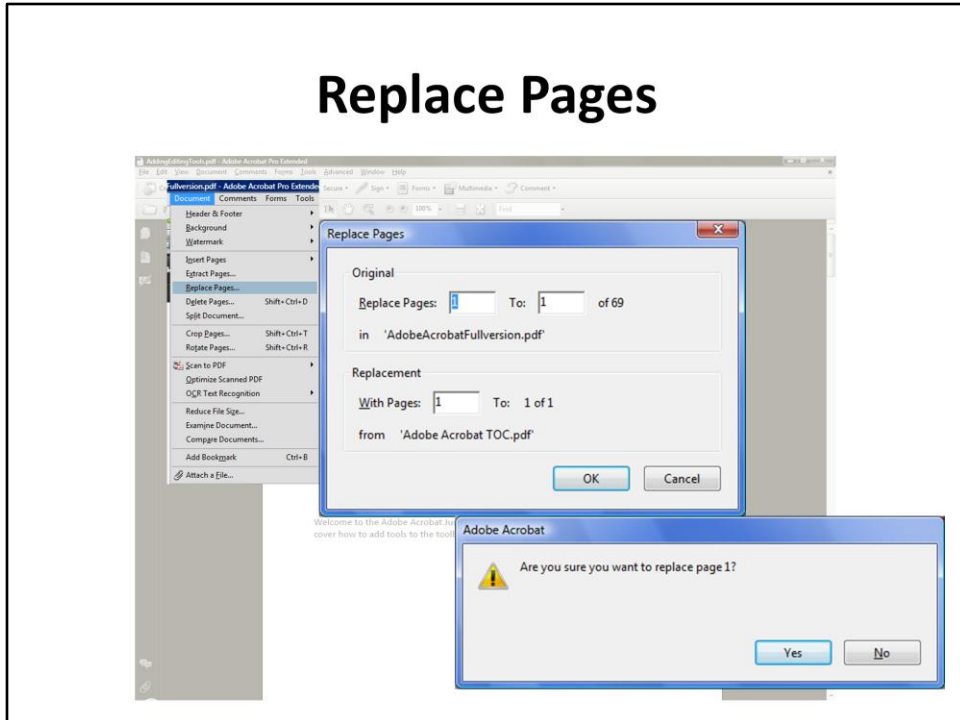
Notice the other options you have for modifying your document pages from the Document menu. You can also extract pages, replace pages or split your document pages into multiple/individual PDF documents.

Extract Pages



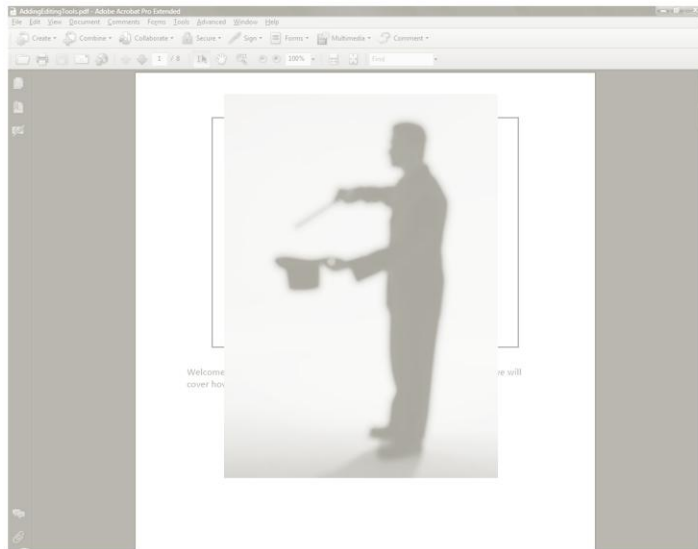
When you select Extract pages an Extract Pages window opens from which you can determine how you wish to extract the pages. After indentifying which pages to extract you can then determine if you wish to delete the extracted pages, or if you wish to save the extracted pages out as separate files. After making your determination click OK and Acrobat will process the command. If you choose to extract and save your pages you will be prompted to save them to a folder or create a new folder in which to save the new document(s). Click OK to process the command, then save and close your document.

Replace Pages



Finally you can replace pages in your document with pages from another document using the Replace Pages option under the Document menu. Clicking this option will open an explorer window for you to locate the document with the pages you want to replace with; Note the pages you are replacing with do not necessarily have to be PDF pages, but can be documents in other formats. From here you can determine which pages in your PDF document you want replaced, and with which pages from the second document. When you click OK you will get a final prompt verifying the requested change. Click Yes to apply your changes.

Adding and Removing Pages



In this session we learned how to Insert, Delete, Replace and Extract pages from a PDF document. I hope you found this information useful. See you in the next session!